

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**IN RE:**

**CASE NO:**

**Debtor(s)**

**MONTHLY REPORT OF INDIVIDUAL DEBTOR IN POSSESSION/TRUSTEE  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_**

**PART A: CERTIFICATIONS**

1. Yes\_\_\_ No\_\_\_ All tax returns coming due post petition have been filed or extensions granted.
2. Yes\_\_\_ No\_\_\_ All administrative expenses [postpetition obligations] including taxes are current.
3. Yes\_\_\_ No\_\_\_ All insurance remains in full force and effect in accordance with Local Bankruptcy Rule No. 4002-1(b)(1)(c).
4. Yes\_\_\_ No\_\_\_ New books and records were opened as of the petition date and are being maintained monthly and are current.
5. Yes\_\_\_ No\_\_\_ New DIP bank accounts were opened and are reconciled in accordance with Local Bankruptcy Rule No. 4002-1(b)(1).
6. Yes\_\_\_ No\_\_\_ Pre-petition bank accounts have been closed.
7. Yes\_\_\_ No\_\_\_ Prepetition debts [obligations due on or before the filing of the case] have not been paid *since the filing of this case.*
8. Yes\_\_\_ No\_\_\_ Prepetition debts [obligations due on or before the filing of the case] have not been paid *this reporting period.*
9. Yes\_\_\_ No\_\_\_ The only transfers of property made during this period were transfers which were in the ordinary course of business.
10. Yes\_\_\_ No\_\_\_ Estate funds which are on deposit in banking institutions are fully covered by FDIC or FSLIC insurance of \$100,000.00.
11. Yes\_\_\_ No\_\_\_ Copies of the corresponding bank statements are attached for each open account.
12. Yes\_\_\_ No\_\_\_ If this report falls on the calendar quarter, the debtor has paid the Chapter 11 quarterly fee.

**SUPPLEMENT TO PART A:**

**EXPLANATION OF CERTIFICATIONS REFLECTED AS "NO"**

- 1. Tax returns not filed:**
- 2. Administrative expenses [postpetition] other than taxes not current:**  
Type \_\_\_\_\_ and amount \_\_\_\_\_ unpaid.  
Type \_\_\_\_\_ and amount \_\_\_\_\_ unpaid.  
When will the debtor bring these payments current?:
- 3. Description of uninsured estate property, reasons why and steps implemented to obtain insurance:**
- 4. Reason/explanation why new books and records have not been opened:**
- 5. Reason/explanation why new bank accounts have not been opened:**
- 6. Reason/explanation why old bank accounts have not been closed:**
- 7. List all prepetition debts which were paid since the petition date including the name and address of the creditor paid, the amount paid, and the justification for the payment [do not include payments to secured creditors or lessors under an adequate protection agreement.]**

8. List all prepetition debts paid this reporting period in the format identified in #7 above:
9. List all property which was sold/transferred outside the ordinary course of business and whether prior authority for such transfer[s] was obtained from the court:
10. If funds are not fully covered by FDIC or FSLIC insurance of \$100,000.00, provide name of bank[s] where estate monies are deposited and the balance of all accounts therein:
11. Reason/explanation why bank statements were not attached:
12. Reason/explanation why debtor has not paid the Chapter 11 quarterly fee:

I declare under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge and belief.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Debtor in Possession

I certify that the information contained in this report is true and correct to the best of my knowledge and belief.

Date:

\_\_\_\_\_  
Attorney for Debtor  
Name, Address and Phone Number  
of Attorney for Debtor In  
Possession/Trustee

**ATTACHMENT TO CHAPTER 11 MONTHLY REPORT  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_  
PART B:**

**SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS  
CASH ACTIVITY ANALYSIS FOR INDIVIDUAL DEBTORS**

**NATURE/TYPE OF ACCOUNT:** \_\_\_\_\_ **Checking;**  
\_\_\_\_\_ **Savings;**  
\_\_\_\_\_ **Other:** \_\_\_\_\_

**\* All items must be answered. Any which do not apply should be answered "none or "N/A".**

**1. Cash on Hand** \$ \_\_\_\_\_

**2. Income or receipts during  
the reporting period:**

<b>A. Salary and commissions</b>	<b>\$</b> _____
<b>B. Interest or dividends</b>	<b>\$</b> _____
<b>C. Rent</b>	<b>\$</b> _____
<b>D. Other Income</b>	<b>\$</b> _____
<b>(describe on attachment)</b>	

**Total Income or Receipts (Add lines 2a - 2d)** \$ \_\_\_\_\_

**3. Expenses:**

<b>A. Taxes</b>	<b>\$</b> _____
<b>B. Utilities</b>	<b>\$</b> _____
<b>C. Mortgage and rent</b>	<b>\$</b> _____
<b>D. Insurance premiums</b>	<b>\$</b> _____
<b>E. Food</b>	<b>\$</b> _____
<b>F. Medical/dental</b>	<b>\$</b> _____
<b>G. Loan payments</b>	<b>\$</b> _____
<b>H. Transportation</b>	<b>\$</b> _____
<b>I. Clothing</b>	<b>\$</b> _____
<b>J. Gifts and donations</b>	<b>\$</b> _____
<b>K. Tuition/education</b>	<b>\$</b> _____
<b>L. Other (attach list)</b>	<b>\$</b> _____

**Total Disbursements (Add lines 4a - 4l)** \$ \_\_\_\_\_

**4. Balance at end of the reporting period  
(add line 1 to total income, then subtract  
total disbursements)** \$ \_\_\_\_\_

## SUMMARY OF BANK ACCOUNT INFORMATION

5. Total bank balance \$ \_\_\_\_\_

6. Plus uncleared deposits \$ \_\_\_\_\_

7. Less uncleared checks \$ \_\_\_\_\_

8. Reconciled balance \*\$ \_\_\_\_\_

BANK NAME      ACCOUNT NUMBER      NATURE OF ACCOUNT

\*If item #4 differs from Item #8, please explain:

**ATTACHMENT TO CHAPTER 11 MONTHLY REPORT  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_**

**Part C :  
STATUS OF PAYMENTS TO SECURED CREDITORS**

1. Creditor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

2. Creditor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

3. Creditor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

4. Creditor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

5. Creditor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

6. Creditor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

**[Attach a separate page for additional secured creditors]**

**ATTACHMENT TO CHAPTER 11 MONTHLY REPORT  
FOR THE MONTH OF \_\_\_\_\_, 20\_\_\_\_**

**Part D :**

**STATUS OF PAYMENTS TO LESSORS**

Provide the following information for all leases that have not been rejected:

1. Lessor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

2. Lessor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

3. Lessor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

4. Lessor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

5. Lessor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

6. Lessor Name: \_\_\_\_\_

Was this creditor paid a full payment this month? \_\_\_\_\_ Amount: \_\_\_\_\_

If not, was any amount paid to the creditor this month? \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Have all payments due to this creditors since the petition date been paid? \_\_\_\_\_

If not, how much is owed this creditor in missed or partial payments since the petition date? \_\_\_\_\_

[Attach a separate page for additional lessors]

## EXHIBIT A: CHAPTER 11 QUARTERLY FEES

Disbursements include: Sum total of disbursements from all bank accounts, including payments of operating expenses and payments to secured creditors and lessors. Disbursements do not include transfers between accounts. Quarterly fees are not prorated.

### 1<sup>st</sup> Quarter

Disbursements for January, 20\_\_ : \_\_\_\_\_

Disbursements for February, 20\_\_ : \_\_\_\_\_

Disbursements for March, 20\_\_ : \_\_\_\_\_

Amount of Fee Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Total Disbursements for the 1<sup>st</sup> Quarter: \_\_\_\_\_

### 2<sup>nd</sup> Quarter

Disbursements for April, 20\_\_ : \_\_\_\_\_

Disbursements for May, 20\_\_ : \_\_\_\_\_

Disbursements for June, 20\_\_ : \_\_\_\_\_

Amount of Fee Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Total Disbursements for the 2<sup>nd</sup> Quarter: \_\_\_\_\_

### 3<sup>rd</sup> Quarter

Disbursements for July, 20\_\_ : \_\_\_\_\_

Disbursements for August, 20\_\_ : \_\_\_\_\_

Disbursements for September, 20\_\_ : \_\_\_\_\_

Amount of Fee Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Total Disbursements for the 3<sup>rd</sup> Quarter: \_\_\_\_\_

### 4<sup>th</sup> Quarter

Disbursements for October, 20\_\_ : \_\_\_\_\_

Disbursements for November, 20\_\_ : \_\_\_\_\_

Disbursements for December, 20\_\_ : \_\_\_\_\_

Amount of Fee Due: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Total Disbursements for the 4<sup>th</sup> Quarter: \_\_\_\_\_

**Calculating the Fee:** Use the table on the following page to compute the Amount of Fee Due for each quarter.

**If the amount paid differs from the amount due, please provide an explanation:**



## Chapter 11 Quarterly Fees

Total Disbursements for the Quarter	Amount of Quarterly Fee Due
\$0 to \$14,999.99	\$325.00
\$15,000 - \$74,999.99	\$650.00
\$75,000 - \$149,999.99	\$975.00
\$150,000 - \$224,999.99	\$1,625.00
\$225,000 - \$299,999.99	\$1,950.00
\$300,000 - \$999,999.99	\$4,875.00
\$1,000,000 - \$1,999,999.99	\$6,500.00
\$2,000,000 - \$2,999,999.99	\$9,750.00
\$3,000,000 - \$4,999,999.99	\$10,400.00
\$5,000,000 - \$14,999,999.99	\$13,000.00
\$15,000,000 - \$29,999,999.99	\$20,000.00
\$30,000,000 or more	\$30,000.00